

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
650 Deerwood Dr., Shorewood, IL 60404

October 10, 2024
General Meeting
7:00 p.m.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular meeting, September 12, 2024
5. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – September 2024
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Building & Parking Lot Update **(Discussion)**
11. New Business –
 - a. Set TITA Hearing for November 14th at 6:30 pm **(Action)**
 - b. Approve TITA Notice for Levy Hearing on November 14, 2024 **(Action)**
 - c. Approve Resolution 24-03 "Resolution to Determine Estimate of Funds," **(Action)**
 - d. Draft levy **(Discussion)**
 - e. Approve Board Meeting Dates for 2025 **(Action)**
 - f. Approve Library Closure Dates for 2025 **(Action)**
 - g. Approve the Mission Statement for the Library **(Action)**
12. Announcements
 - a. Agenda-setting for the November meeting
 - b. Levy Hearing is November 14th, 6:30 pm

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director

Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404/815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 12, 2024**

The Public Hearing on the Budget & Appropriations Ordinance FY 2024/2025 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 12, 2024. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------------------------|-----------------|
| 1. Karen Voitik | 4. Tom Novinski |
| 2. Vito Schultz | 5. Bob Stahl |
| 3. Arthetta Reeder – arrived 6:31 pm | |

ABSENT: Tracy Caswell, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk
Julie Hornberger, Circulation Manager
James Navarro, STPL intern

The Public Hearing was adjourned at 6:59 p.m. No public was present.

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on September 12, 2024.

ROLL CALL:

TRUSTEES PRESENT:

1. Karen Voitik
2. Vito Schultz
3. Arthetta Reeder
4. Tom Novinski
5. Bob Stahl

ABSENT: Tracy Caswell, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk
Julie Hornberger, Circulation Manager
Violet Guzman
James Navarro, STPL intern

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved/Secretary Voitik seconded that the regular meeting minutes on August 8, 2024 be approved. The motion passed with all Trustees present voting 'yes.'

Treasurer Stahl moved/Secretary Voitik seconded that the Special meeting minutes on August 20, 2024 be approved. The motion passed with all Trustees present voting 'yes'.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2024	\$925,208.95
Cash received during August 2024	74,765.56
Disbursements during August 2024	<u>(136,292.99)</u>
Cash on Hand End of August 2024	\$863,681.52

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	28,114.37
Money Market Fund – Chase	288,789.96
Old Plank Trail MM X6183	362,306.17
Payroll Account – Chase	30,137.83
License Plate – Chase	2,137.58
Old Plank Trail MM X9335	18,141.50
Old Plank Trail MM X9981	28,793.25
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 863,681.52

APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes'.

CORRESPONDENCE: Director Mills shared a 5-star comment card that was turned in to the library.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - In August 2024, physical items saw a 7% increase in circulation over the year prior and door count for August was up 15% from 2023.
 - Staff had Department Open Houses in the month of August to help staff learn about what other departments do.
 - There will be a new display in the Adult/Teen area call "Always Favorites". It will include books that staff would always recommend to a patron.
 - The Library Journal has asked Director Mills to moderate an author panel on October 24th during their conference.
- b. Department Head reports were also noted.

OLD BUSINESS: NONE

NEW BUSINESS:

- a. Violet Guzman, Teen Programmer, was recognized for her 3rd anniversary with the library.
- b. Julie Hornberger, Head of Circulation, was recognized for her 10th anniversary with the library.
- c. Treasurer Stahl moved/Secretary Voitik seconded to approve FY25 Budget & Appropriations Ordinance 24-2. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- d. Vice President Schultz moved/Secretary Voitik seconded to approve Chief Fiscal Officer's Statement of Revenues, FY25. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- e. Secretary Voitik moved/Vice President Schultz seconded to approve the closing of IPRIME CD, maturing 9/16/24, to move it to Wintrust MM. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- f. The Board narrowed the mission statement to two possible options (C & F) and asked Director Mills to present them to the staff for a vote and/or discussion. The results will be presented at the October meeting.
- g. Treasurer Stahl moved/Vice President Schultz seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- h. Vice President Schultz moved/Secretary Voitik seconded to table the approval of any other trustees wanting to go to the ILA annual conference, as no other trustees had indicated interest in attending. The motion passed with all Trustees voting 'yes'.

ANNOUNCEMENTS:

- a. Include parking lot updates and setting holidays for 2025 on October's agenda
- b. Friends of the Library Book Sale on September 15th & 16th
- c. Julie, Sarah, and Anna went to the Village Hall to sign up Village employees for library cards.
- d. September is National Library Card Sign-Up Month

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:58 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

How satisfied were you with
your visit today?



Would you like to add a comment
about the quality of your visit?

I LOVE THIS LIBRARY!!
STAFF IS ALWAYS PLEASANT
AND HELPFUL.
GLAD TO HEAR THAT YOU'RE
ADDING A PARKING LOT AND
RESURFACING THE EXISTING LOT!

JOHN KEWENIG

How satisfied were you with
your visit today?



Would you like to add a comment
about the quality of your visit?

Kimberly is always
very friendly
& super helpful.
Definitely an
asset to this
library

How satisfied were you with
your visit today?




Would you like to add a comment
about the quality of your visit?

Awesome!
Love the
people, great
service. Always
come Back

How satisfied were you with
your visit today?



Would you like to add a comment
about the quality of your visit?

Love the people
Everyone is so
Nice! I appreciate
everything you
guys offer & do
God Bless 
everyone here!
Tasha

How satisfied were you with
your visit today?



Would you like to add a comment
about the quality of your visit?

I just have to tell you how
totally awesome the Shorewood
Children's Library is. My grandchildren
enjoy the books, the toy bins, the
aquarium + everything in the library.
The special programs you do are
amazing + the staff is phenomenal.
They go out of their way to welcome
us + help us whenever we need it.
I have recently ~~recently~~ visited the
children's ~~dept~~ departments in the
Plainfield + Hindale libraries and they
do not compare in the least, but
with the Shorewood library. A friend from
Winfield says the Shorewood library is way
nicer than their children's library. Thank
you for making this place so awesome.
We all love coming here!! My grandson keeps
coming by while I am writing this + is telling me to
keep going. Tell you he loves the trip!! ☺

Director's Report/October 10, 2024

Administrative Duties:

- The Resolution to Determine the Estimate of Funds must be approved by the Board at least 20 days before the Levy is approved. It is on the agenda tonight.
- Tonight's agenda includes the draft schedules for the 2025 Library Closing calendars and the Board Meeting Calendars.
- As the Board approved doing a 9.9% increase in the levy at the September 2024 meeting, a Truth in Taxation (TITA) hearing will need to be done. The TITA notice is on the agenda for approval.

Library Usage:

- Physical material circulation was up 4.5% compared year-over-year (11,640 in September 2024 v. 11,134 in September 2023). When e-materials were added, circulation was up 8.5% (15,927 in September 2024 v. 14,686 in September 2023).
- Door count is up 14% (5,851 in September 2024 v. 5127 in September 2023)

Outreach/Community Partnerships

- Outreach staff were very busy visiting during their Curriculum nights this month. They particularly pushed the new 100 Books Before Graduation program for teens. Please see their reports for total contact with patrons.
- The library issued about 150 LibraryLink cards to children in Troy 30-C. At this point in the partnership, we're issuing cards to kids newly enrolling in the districts, mostly kindergarteners and students who moved into the District.
- The Shorewood Kiwanis Club (of which the Library is a Corporate member) donated **\$1000** to the Library. Kiwanis is a charity with children as its primary focus, so the funds will be spent on a project for the Children's Department.

Staffing:

- Many staff members decorated a pumpkin in honor of October. They're on display on the main floor – you can vote for your favorite!
- Lori, Sarah H., and Jennie attended this week's Illinois Library Association conference. I just returned from Peoria this afternoon, so I'll email the board a conference report by early next week.
- Kimberlee, a full-time Circulation Assistant, attended an afternoon webinar on customer service interactions through *Library Journal*. She sent some of the more notable things she learned to other staff members.

Meetings:

- Pinnacle Governing Board, External (9/13)
- Department Head Meeting, Internal (9/17)
- True Story Book Discussion, 6 Participants, **Program** (9/25)

- Kiwanis Annual Giving Breakfast, External (10/2)
- Area Library Administrators Networking Group [SAIL], External (10/3)
- Illinois Library Association (October 8-10)

Technical Services Department Head Report

September 2024

September meetings and events:

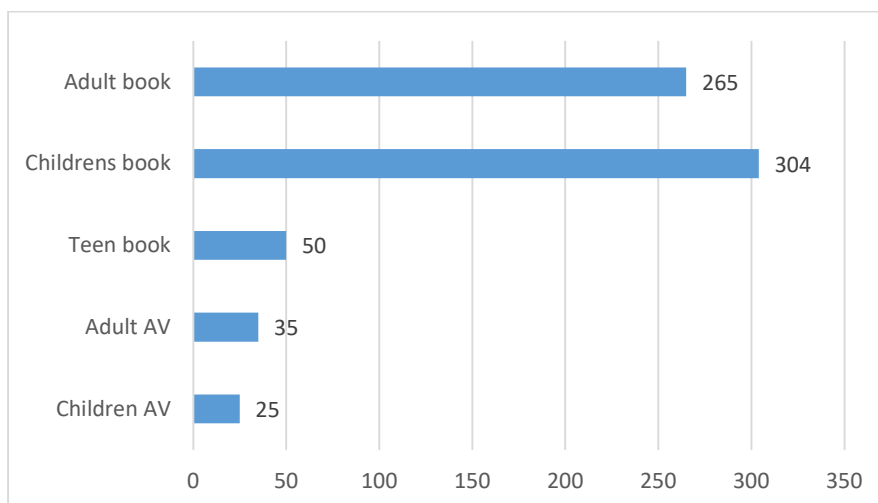
- 9/4: Worked with intern, James, in Tech Services
- 9/6: LACONI workshop : Authority Control
- 9/17: Department Head meeting
- 9/27: Utility room clean-up with Julie

Current projects and news:

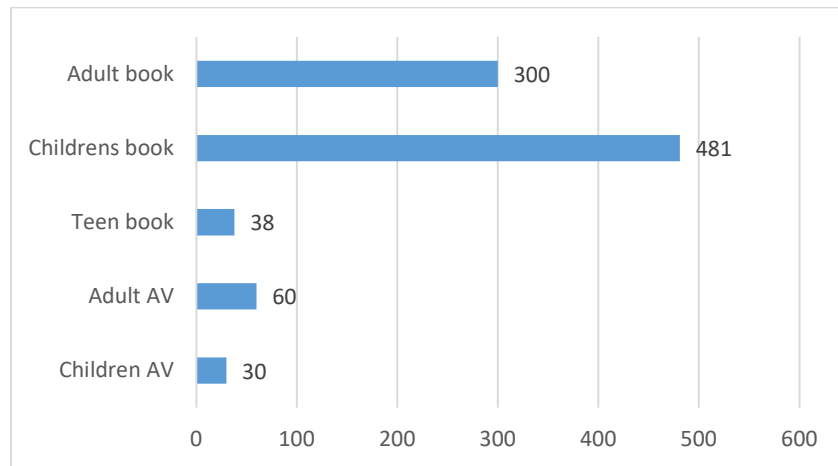
- None

Tech Service Statistics

Items processed, cataloged, and added to the collection in September:



Items ordered in September:

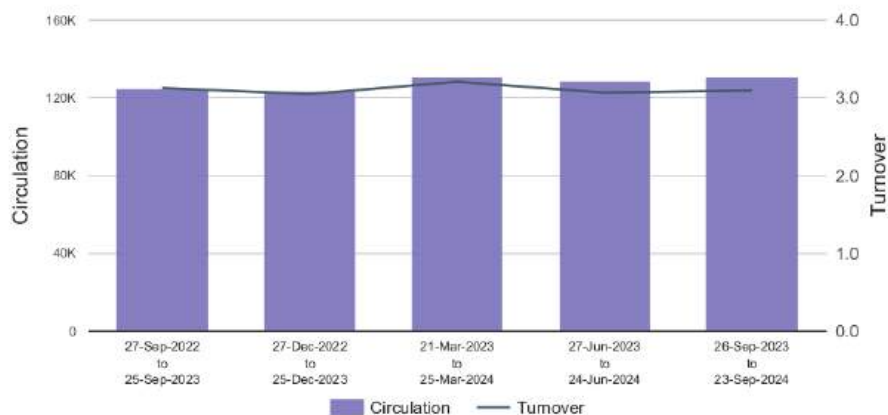


CollectionHQ

Circulation and Turnover

*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.68% (0.52% decrease from last month). Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.66% (.44% decrease from last month). As with the dead percentage, the goal is to be under 10%.



Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

Items Analyzed this month: 89,392

DEI Items: 17,318 (19.4% of our collection ; no increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- SEPTEMBER 2024

Rose Nowak - Adult, Teen, & Technology Services Manager

- Adult Services

- ATS staff created the following displays in September: Oz House Maintenance, Constitution Week (with local DAR chapter), Your Summer Reads (books patrons read during summer read), Hispanic Heritage Month, New to You Manga, Dear Diary, Greens & Pinks, Banned Books Week, Back to School reads, and a Toto-themed Will County Humane Society donation drive display.
- The whole department helped advertise for National Library Card Sign Up Month. Decorations were made, special themed passive programs popped up, and patrons were encouraged to get (and use) their STPL cards by explaining why Oz had taken over the library!
- We are still ahead of our target for the Trex Recycling Challenge. We have collected 832 of the 1000 pounds of plastic needed to get a bench for the library. We are also discussing a partnership with Critical Grind to collect even more plastic and keep it out of landfills.
- Upstairs, the donation drive raised 18 items for dogs or cats and \$30.25 for the Will County Humane Society.
- Maren completed voter registration training and spoke to Shorewood-Troy Library visitors on Voter Registration Day. She was also able to verify registration status and voting locations for those already registered.

- Teen Services

- Three teen volunteers assisted the Friends for the annual book sale.
- Violet and Hailie have reviewed the August/September issue of the Ess Tee teen zine in preparation for the second issue's release in October. Teens and parents have given positive feedback on the inaugural issue and are looking out for the next one.

- Adult & Teen Outreach

- For a deep dive on our Outreach Services, please see the Outreach section of the monthly report.

- Technology

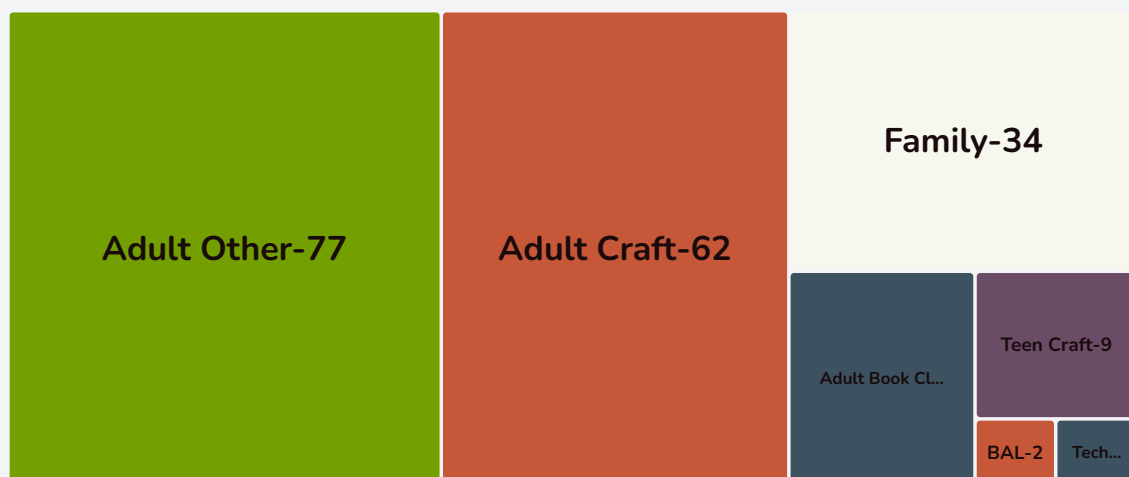
- Anna, Maren, and Rose met with representatives of AARP's Senior Planet technology program. We have applied to be part of their technology education program. If we are approved, Anna, Maren, and Rose will be required to take a five week course on how to implement their education system.



The Generation Gap: Songs of the '40s vs. Songs of the '60s

ATTS PROGRAMS & MEETINGS

Active program attendance breakdown:



Happy crafters at the Wheat Wreath craft

Active Programs

Number of Programs: 11
Attendees: 120

Passive Programs

Number of Programs: 8
Total Patrons: 208

Adult & Teen Outreach Snapshot:

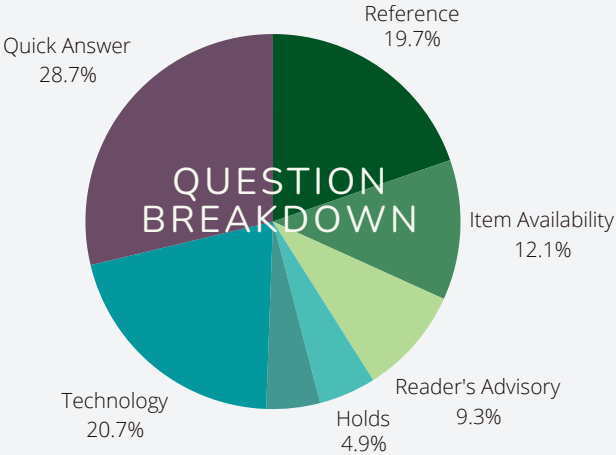
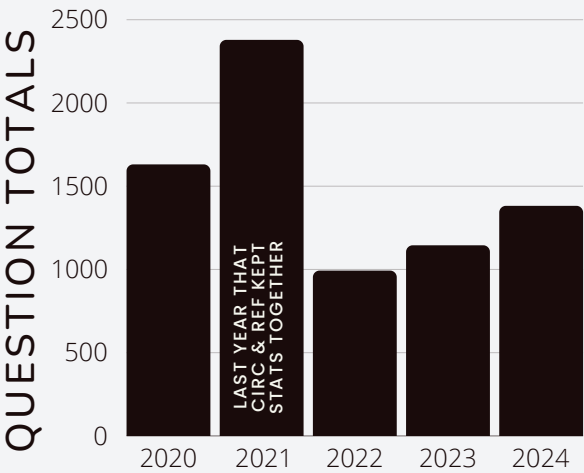
Number of Programs: 17
Total Patrons: over 1,115
Homebound Deliveries: 2

Staff Meetings, Programs, & Outreach Events

- Rose - Adult, Teen & Technology Manager
 - Vega Task Force
 - Programming Meeting
 - 100 Books by Adults Meeting
 - Tuesday Tech Help
 - Events Committee
 - Intern Shadowing
 - Orange Garland Take & Make
 - Department Heads Meeting
 - PinOpac
 - Intern Shadowing
 - Senior Planet Web Interview
 - Wheat Wreath Craft
 - Intern Shadowing
- Maren - Adult Programming Coordinator
 - Programming Meeting
 - Voting Registrar Class
 - Family Craft
 - Senior Programs Group Web Meeting
 - 100 Books by Adults Meeting
 - Orange Garland Take & Make
 - Shannon, Greater Joliet Area YMCA
 - Voter Registration Drive
 - Generation Gap: Songs of the '40s v. Songs of the '60s
 - South West Adult Programmers
 - Bus Trips w/ Rec. Manager of Plainfield Park District
 - Banned Book Trivia
 - Tuesday Tech Help
 - Senior Planet Web Interview
 - Fountaindale Program Meeting
 - PinDigital
- Anna - Adult & Teen Outreach Coordinator
 - JTC
 - Alden Estates
 - Shorewood Glen
 - Back To School Roundtable
 - Senior Programs Group Web Meeting
 - Library Card Sign Up @ Village of Shorewood Hall
 - Shannon, Greater Joliet Area YMCA
 - JTC
 - Alden Estates
 - Senior Services of Will County
 - National Night Out (w/STPD)
 - Kiwanis Oktoberfest
 - Troy Middle School BTSN
 - JTC
 - Shorewood Horizons
 - Heritage Trail BTSN
 - Troy Shorewood Elementary School BTSN
 - Senior Planet Web Interview
 - Timbers
 - Hofer BTSN
 - Joliet Township High School Transition Center
- Hailie - Adult & Teen Services Assistant
 - Crochet 101
 - Perler Bead Belt Chain Take & Make
 - National Night Out (w/STPD)
- Violet - Teen Programming Coordinator
 - Wizard of Oz Bookmark Take & Make
 - Programming Meeting
 - Bad Art Night
 - Dungeons & Dragons (STPL)
 - STEAM

*BTSN= Back To School Night

REFERENCE QUESTIONS



Types of Reference Questions:

Holds - when patrons ask for items to be placed on hold.

Item Availability - when we search our catalog and/or shelves to see if an item is available for checkout.

Programs - questions related to library programs for all ages, such as "What do I need to bring to the Cat Yoga program?"

Quick Answer - easy to answer questions with quick answers, such as "What time do you open tomorrow?"

Reader's Advisory - reading recommendations based on a request from a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

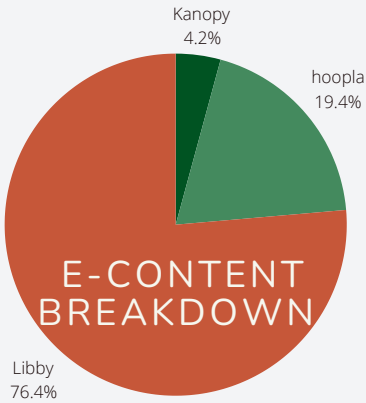
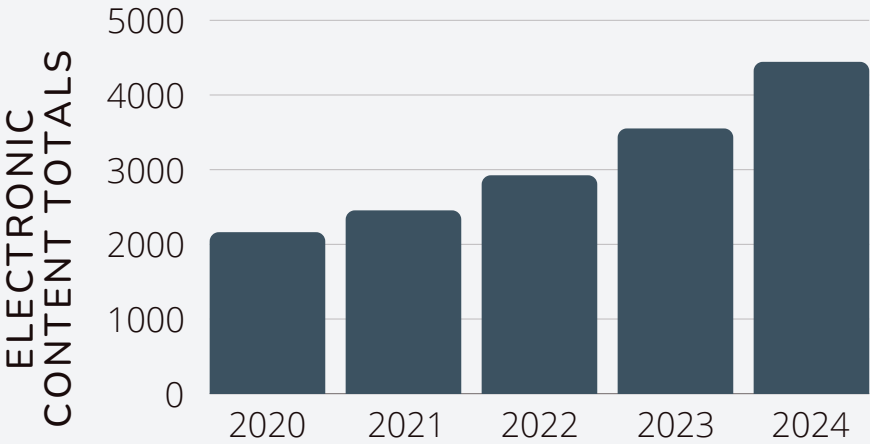
Reference - questions involving research, dealing with passports, license plate renewals, or any other in-depth topic. For example, "How do I get to the closest post office?"

Technology - questions on computer programs, smart phones, e-readers, or other technology-related programs and devices.



ELECTRONIC CONTENT

We have three electronic material platforms: Libby (e-books and audiobooks), Hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music), and Kanopy (movies and television shows).



MONTHLY REPORT

September 2024

LORI FREEMAN
CHILDREN'S MANAGER

DEPARTMENT UPDATES

Library Card Sign Up Month was busy. We had 11 new 1000 Books Before Kindergarten and we registered 230 new Library Link cards for Shorewood students.

Our department did our annual collection clean up. All collections were shelf-read/evaluated and shifted. Sarah, Mallory and I met with two book vendors, Children's Plus, Inc. and Penworthy. I am currently going through the book order list to cross reference our current collection. We will be purchasing updated juvenile non-fiction books as well as new titles in juvenile fiction, graphic novels and picture books.

The team has begun brainstorming and prepping for our next big events -- Halloween, Trunk or Treat at the Shorewood Town Center, Dinovember, Santa and more.



CHILDREN'S PROGRAMS

23

Active Programs Offered

641

Total Attendance

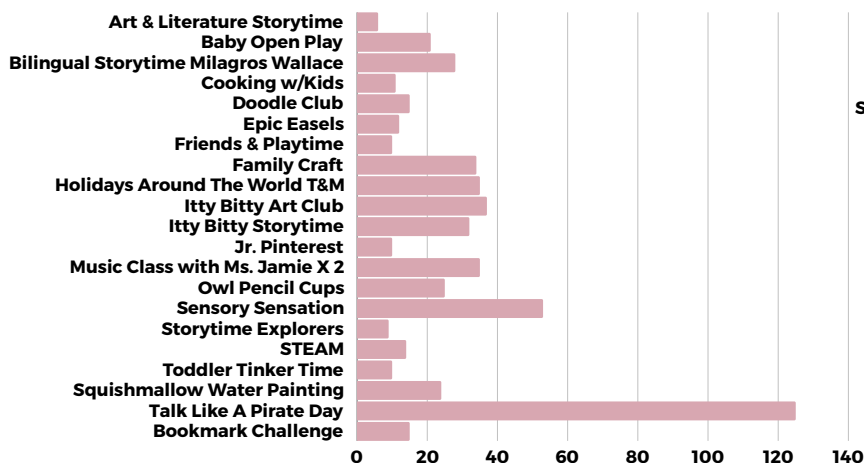
10

Passive Programs Offered

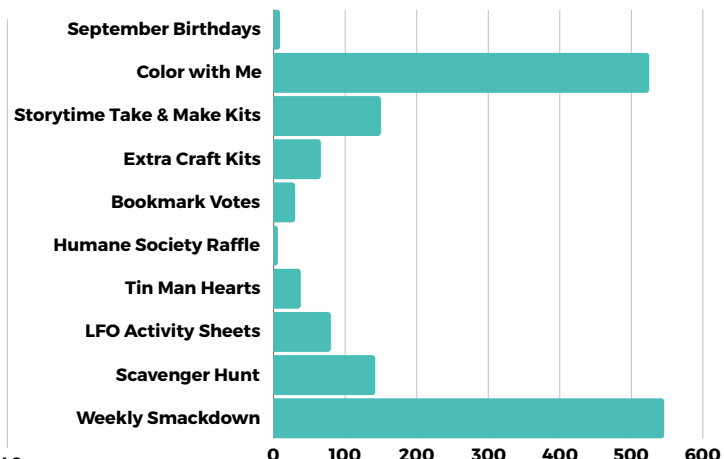
1592

Total Attendance

9/24



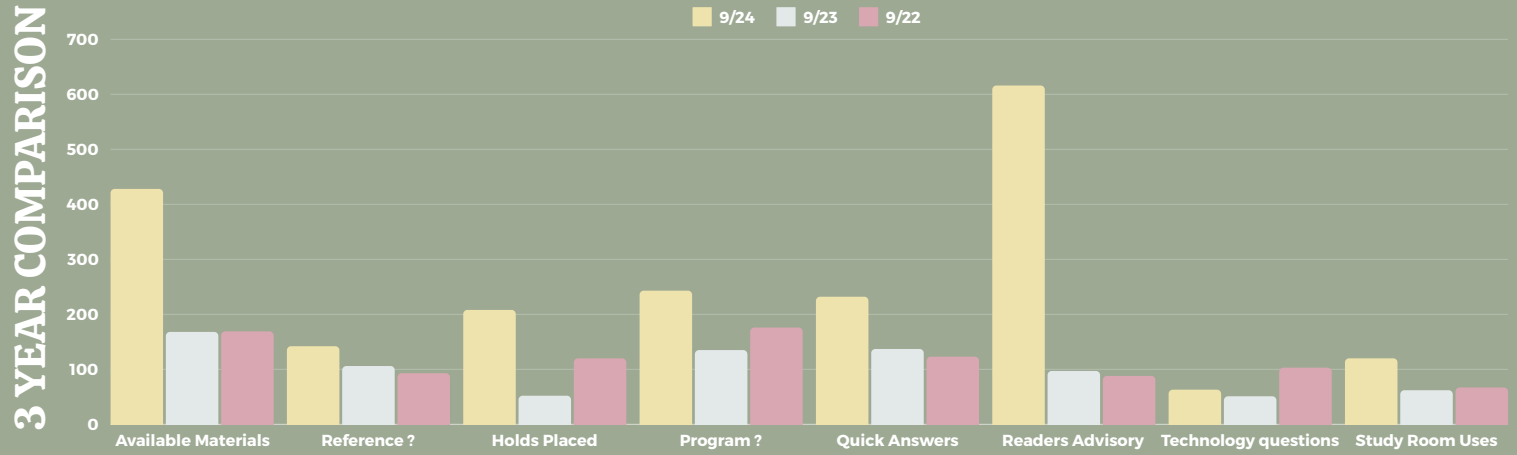
9/24





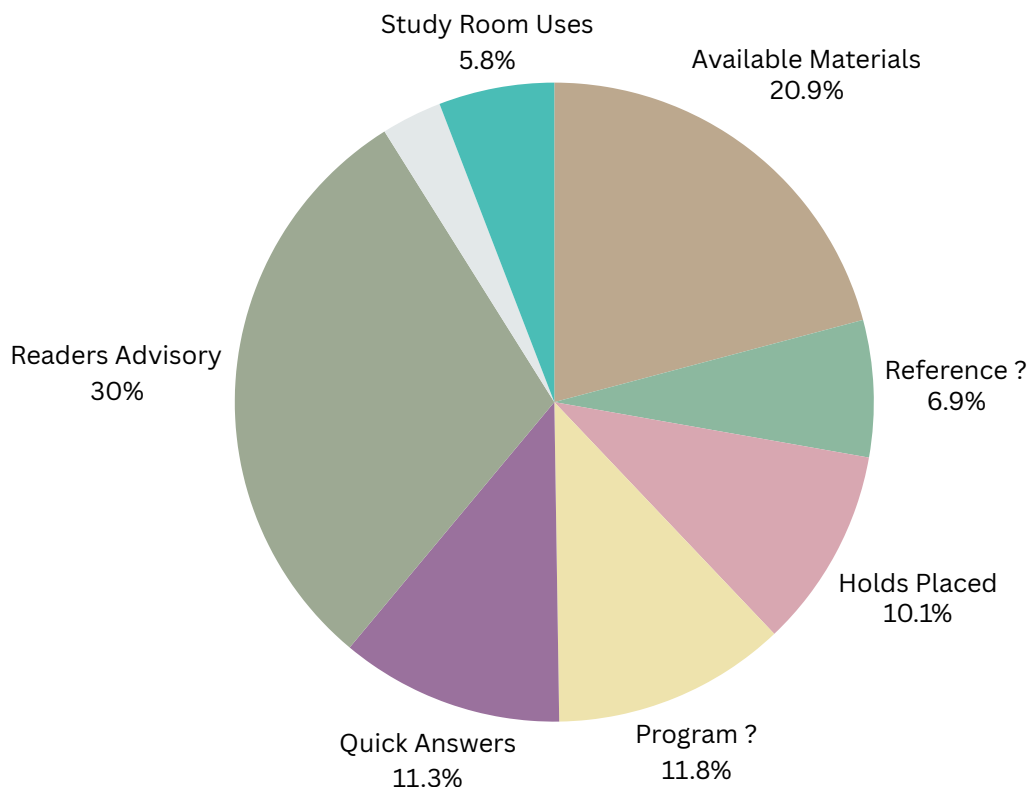
DELIVERABLES

REFERENCE TRIAGE



Reference Breakdown 9/24

- **428** patrons ask about available materials
- **142** ask general reference questions
- **208** holds were placed
- **243** questions were asked about programs
- **232** quick answers were provided
- **616** reader's advisory
- **63** patrons asked about technology.
- **120** study room reservations.





CHILDREN'S OUTREACH REPORT SEPTEMBER 2024

Total Children's
Outreach
Programs/Events:

12

Reoccurring
Programs/Events:

5

Total
Participants:

1,109+

PreK Storytime's: Age appropriate stories, songs, and fingerplays to promote the love of literacy. Library Promotional materials are printed and shared at each visit. Storytime's will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.

- **Shorewood Early Learning Center**
 - 3, 4, & 5 Year Old
 - 2 Classrooms
 - 5-7 Staff members
- **Step By Step**
 - 1 & 2 Year Old's
 - 3, 4, & 5 Year Old's
 - 2 Classrooms
 - 3-4 Staff members
- **The Learning Experience**
 - 1 to 2 Year Old's
 - 3, 4, & 5 Year Old's
 - School age children
 - 4 Classrooms
 - 12 Staff members
- **Trinity Christian Preschool**
 - 3 & 4 Year Old's
 - 1 Classroom
 - 2-3 Staff members

School Partnerships: STPL gained an additional PreK partnership with Trinity Christian! We also strengthened our presence with our school communities by taking part in Back-to-School Events at Troy Middle School, Heritage Trail Elementary, Troy Shorewood Elementary, and Troy Hofer Elementary. District students and families received Library information and played games to earn an entry into our raffle! We engaged 904 individuals at these BTS Events.

Storywalk @ Towne Center Park

- *Scaredy Squirrel Makes a Friend* by Melanie Watt





COMMUNITY OUTREACH *SPECIAL* SEPTEMBER 2024

- **Library Card Sign-Up @ Village Hall**

This special event coincided with Library Card Sign-up Month! All village employees were given the opportunity to get their cards and utilize our free resources! 12 Village staff members engaged.

- **Will County Humane Society Pet Needs Drive**

To celebrate their 50 Year Anniversary and Ribbon Cutting Ceremony, STPL became a conduit for awareness! The Library created book displays highlighting the wonderful world of pets along with donation boxes with specific needs of the Humane Society. All donors received a raffle ticket to win items provided by the Library: Portillo's Gift Card for Adults & Teens, and Scooby Snacks for Children. 52 items, and \$31.25 were raised through this effort.

Community Festivals

STPL supports our community partnerships by providing interactive activities, give-aways, and information for local families!

- **Shorewood Fire Protection District Open House - 387**
- **Kid's Expo / Touch-a-Truck @ Plainfield Village Hall - 271**
- **Joliet Pride Fest - 25**
- **National Night Out - 131**

Kiwanis of Shorewood

STPL is continuing to help support our community children through our partnership with Kiwanis! Our involvement in the internal workings and external events help strengthen the Kiwanis mission. The Library will also be a donation site for the Diaper and Coat Drives.



Total Community
Outreach
Programs/Events:

7

Total
Participants:

876+



TEEN & ADULT OUTREACH REPORT SEPTEMBER 2024

Total Teen &
Adult Outreach
Programs/Events:

16

Reoccurring
Programs/Events:

6

Total
Participants:

1,115

Homebound
Deliveries:

2

Joliet Transition Center: 7 JTC students started weekly staff-guided work training at the library. 3 of the students are returning workers.

Alden Estates: Biweekly visit with book pick-up and drop-off and a craft.

Shorewood Horizons: Biweekly visit with book pick-up and drop-off. Residents place their own holds and I drop them off at the facility.

Shorewood Glen: Guided seniors in an alcohol ink coaster craft.

Timbers of Shorewood: Monthly visit with book-pick and drop-off. The facility emails every month a list of books residents are requesting.

Timbers Book Club: Residents read and discussed *The Nightingale* by Kristen Hannah.

Senior Services of Will County: Monthly visit to help seniors with tech help.

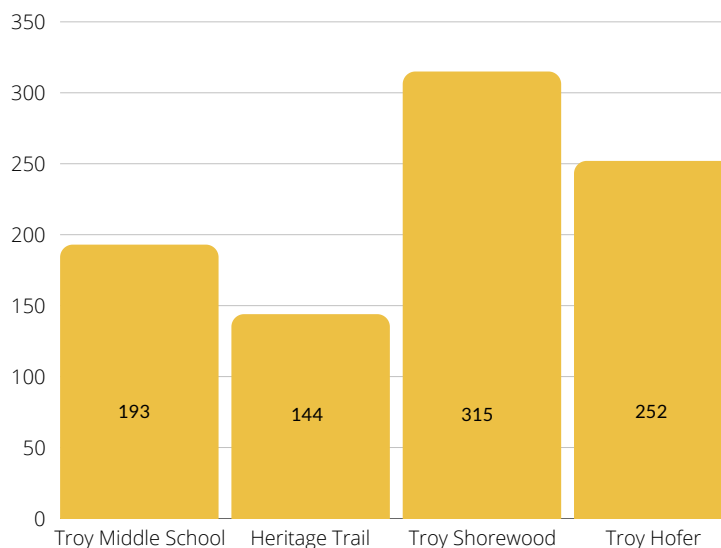
Shorewood Village Hall: Promoted Library Card Sign Up Month by providing information and library cards to Village employees.

National Night Out: Attended Shorewood Police Departments event at Cene's Four Season Park.

We promoted Banned Books Week with a crime scene display and a mugshot photo-op.

Kiwanis: Assisted setup and serving for OktoBREWfest.

September Back to School Events

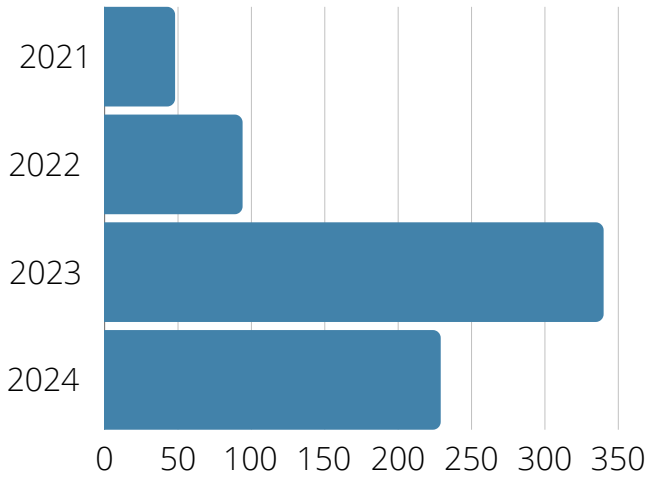


MONTHLY REPORT

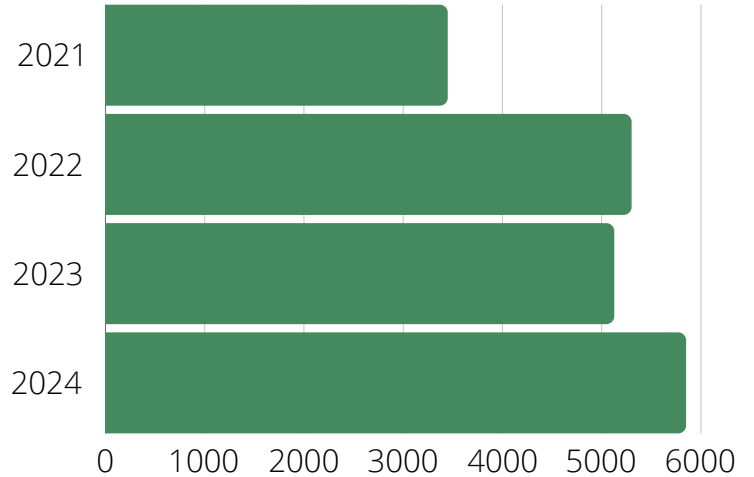
SEPTEMBER 2024

JULIE HORNBERGER
CIRCULATION MANAGER

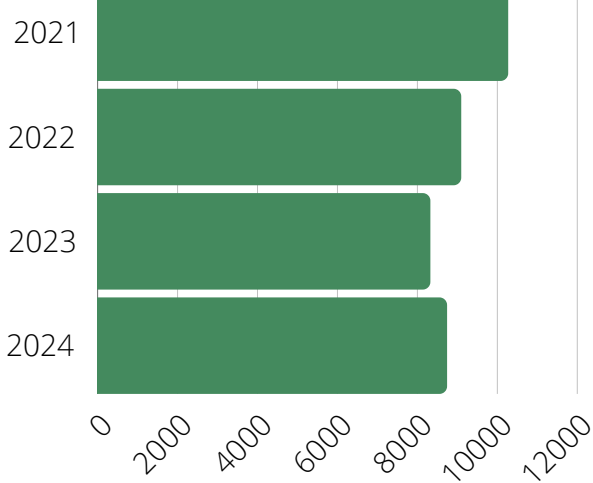
NEW CARDS



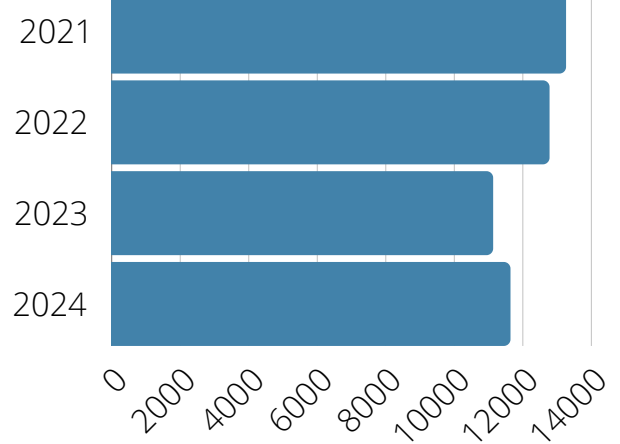
DOOR COUNT



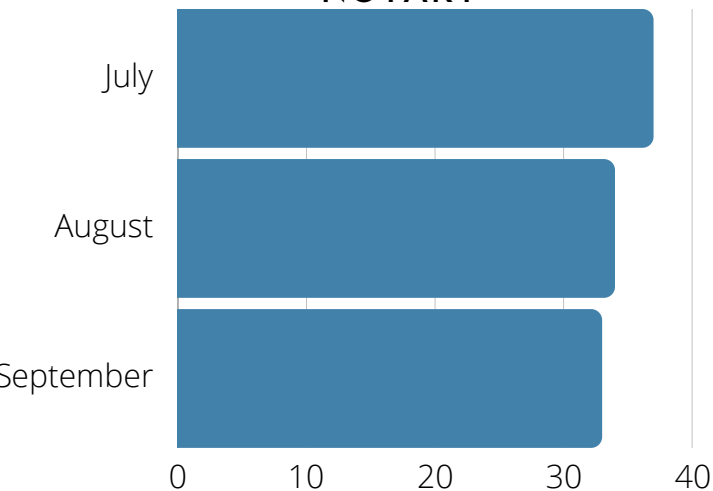
ITEMS CHECKED IN



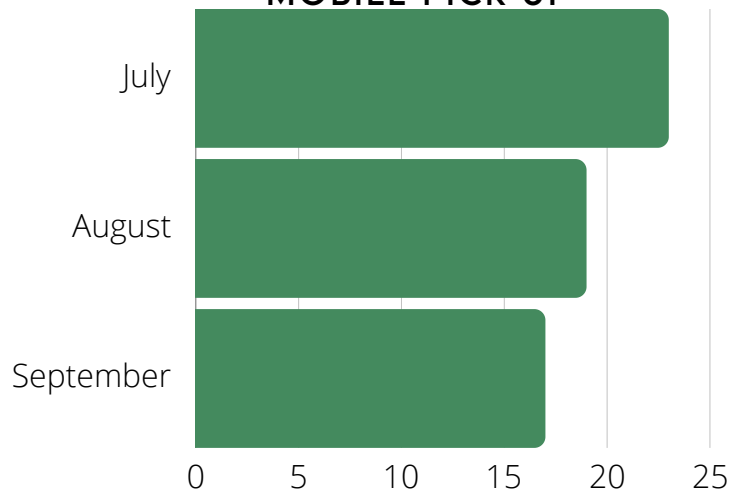
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



October 10, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot & Building Updates

I sent neighbor notices letting nearby neighbors know the approximate schedule of construction start; an email newsletter was also sent. Facebook and Instagram communication will also be done throughout the project. So far, feedback has been positive regarding the parking lot.

Machinery arrived on-site on October 3rd.

Expenses for the month:

Ethos Architecture: \$2470.74

Attorney Fees: \$840.

Other Building Updates:

- The Furnace was replaced. The heat exchanger has a twenty-year warranty year (the part that failed in the other unit at 18 years).
- The steel painting project was completed.
- The exterior sealing of the building project (the re-caulking and the backing-rod replacement around doors and windows) was completed.

October 10/2024

To: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Truth In Taxation Hearing and Notice for 2024

At the September 12th meeting of the Board, the Board voted to approve the levy to be written with a 9.9% increase (to be levied only on new and/or improved properties; the levy will be **\$1,532,870**).

As the Board has approved a levy request of a 9.9% increase over the previous year's extension, there will need to be a Truth in Taxation Hearing. The Board has typically held those at 6:30 pm before the regular meeting in November. That would be November 14th at 6:30 pm.

A Truth in Taxation Notice black-border legal notice (TITA Notice) will also need to be published in a paper in general circulation in the District no more than 14 days before the public hearing and no less than 7 Days. The Shorewood Sentinel publishes on Wednesdays so that the TITA notice will be dated November 6th.

The Board should vote to authorize placing the TITA notice.

NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR SHOREWOOD – TROY PUBLIC LIBRARY DISTRICT

1. A public hearing to approve a proposed property tax levy for the Shorewood-Troy Public Library District for 2024 (2024/25 fiscal year) will be held on *November 14th at 6:30 p.m.*, at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, Illinois 60404 in Meeting Room A.
2. Any person desiring to appear at the public hearing and present evidence to the taxing district may appear at the public hearing. Public comment is held to three minutes per member of the public.
3. The corporate and special purpose property taxes extended or abated for 2023 were \$1,394,787.

The proposed corporate and special purpose property taxes for 2024 are \$1,532,870, a 9.9% increase over the previous year.

4. The property taxes extended for debt service and public building commission leases for 2023 were \$0.00.

The estimated property tax to be levied for debt service and public building commission leases for 2024 is \$0.00. This represents no change over the previous year.

5. The total property taxes extended or abated for 2023 were \$1,394,787. The estimated total property taxes to be levied for 2024 are \$1,532,870. This represents a 9.9% increase over the previous year.

Dated: November 6th, 2024.

October 10, 2024

TO: Board of Trustees, Shorewood-Troy Public Library District

FROM: Jennie Mills, Library Director

RE: Resolution to Determine the Estimate of Funds

The wind-down of last year's levy year was completed in September as the Budget and Appropriation Ordinance was approved.

Then, the new levy year process begins with the approval of "Resolution to Determine Estimate of Funds" (Resolution 24-03), which must be passed before the levy filing.

This Resolution has to be passed at least 20 days before the levy hearing.

RESOLUTION 2024-03

RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR THE 2024/2025 FISCAL YEAR

WHEREAS, the Shorewood –Troy Public Library District must file on or before December 31, 2024, its Levy Ordinance for the 2024/2025 fiscal year; and

WHEREAS pursuant to the “Truth in Taxation Act” (35 ILCS 215/1 et.seq.), the Shorewood-Troy Public Library District must determine not less than 20 days before the adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Shorewood-Troy Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2024/2025 fiscal year upon the taxable property in said Library District is \$1,532,870.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 14th day of November at 6:30 p.m. at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, IL 60404.

FURTHER RESOLVED that notice of said public hearing in compliance with said ACT shall be given in a newspaper with circulation in the District, not more than 14 days nor less than 7 days prior to the public hearing date.

Adopted this 10th Day of October 2024,

Thomas Novinski
President

Attest:

Karen Voitik
Secretary

October 10, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Board Meeting Dates & Closed Dates (Agenda Items E & F)

All proposed Board Meeting dates in 2025 are standard – all are on the second Thursday of the month at the normal time. The two scheduled public hearings are the standard ones; one is in September for the Budget & Appropriations Ordinance. The other is in November for the Levy hearing.

The Proposed Holiday calendar is also in your board packet.

I am also proposing that the Board approve closing Thursday, June 5th, for the Summer Reading Kickoff; this year, the last day of school is expected to be June 3rd.

I am also suggesting the 1st Friday in August for a staff in-service; that is August 1st.

Shorewood-Troy Library Board Meeting Dates

2025

The regular meeting dates for the Shorewood-Troy Public Library District will be:

January 9	7:00 pm
February 13	7:00 pm
March 13	7:00 pm
April 10	7:00 pm
May 8	7:00 pm
June 12	7:00 pm
July 10	7:00 pm
August 14	7:00 pm
September 11	6:30 pm (public hearing, followed by Board meeting at 7pm)
October 9	7:00 pm
November 13	6:30 pm (public hearing, followed by Board meeting at 7pm)
December 11	7:00 pm

Unless otherwise announced, all meetings will be held in the Meeting Room of the Shorewood-Troy Library at 650 Deerwood Drive, Shorewood.

Shorewood-Troy Library Closing Dates for 2025

Wednesday, January 1 st	New Year's Day
Monday, May 26th	Memorial Day
Thursday, June 5th	Summer Reading Kickoff
Friday, July 4th	Independence Day
Friday, August 1st	Staff In-Service
Monday, September 1st	Labor Day
Wednesday, November 26th	Close at 5pm
Thursday, November 27th	Thanksgiving
Wednesday, December 24th	Christmas Eve
Thursday, December 25 th	Christmas Day
Wednesday, December 31 st	New Year's Eve
(Thursday, January 1 st)	(New Year's Day)

*Staff Receive 1 Floating Holiday

October 10, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Mission Statement for the Library

At the September meeting, the Library Trustees had narrowed possible mission statements down to two possible choices and requested staff input:

- Building Community through the Joy of Reading, Learning, and Exploring
- Empowering Our Community to Explore, Learn, Create, and Connect

As of this writing (Friday, 10/4), “Building Community” had 11 staff votes, and “Empowering our Community” had six staff votes. I have not voted.